



JOB POSTING

Position: Director of Asset Management
Reports to: City Engineer

Dept: Engineering

Position Responsibilities (include but are not limited to the following):

- Maintain accurate data of public infrastructure, including but not limited to, pavement, sewers, drainage, street trees, curbs, street signage, pavement markings, and sidewalks
- Utilize GIS data to develop work programs for the planned and ongoing maintenance of the above items
- Create cost estimates for the above work and coordinate funding with City Engineer
- Manage and coordinate ongoing maintenance with other City Departments and private contractors
- Maintenance of public drainage ways
- Maintenance of drainage structures
- Coordination of work with the Street Department and WWU as needed
- Development, implementation and management of roadway infrastructure management program.
- Oversight of street tree maintenance program
- Answer office telephone
- Assist at front desk, as needed

Knowledge, Skills, and Abilities Required:

- Must be detail oriented and organized
- Able to work independently and with little direct supervision
- Strong verbal and written communication skills
- Must be able to work well with others
- Ability to implement new projects and procedures

Minimum Qualifications:

Education/Training: Bachelor's Degree in a technical field

Experience: Experience in working with local government offices, Geographic Information Systems, and public infrastructure

Working Conditions: Mostly office setting with some field investigation, limited travel

Physical Requirements: Ability to lift 75 pounds

How to Apply: Applications/Resumes and professional references will be accepted **online only** at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Applicants must use Internet Explorer to access the city website to submit their applications. Technical issues with Google Chrome are preventing applications from processing correctly. These issues are being addressed.

Applications will be accepted until the position is filled.